

**MINUTES OF A VINEYARD CITY COUNCIL
PLANNING RETREAT**

Utah Valley Home Builders Association
707 East Mill Road, Vineyard, Utah
January 24, 2020 - 8:00 AM

Present

Mayor Julie Fullmer
Councilmember John Earnest
Councilmember Tyce Flake
Councilmember Chris Judd
Councilmember Cristy Welsh

Absent

Staff Present: City Manager/Finance Director Jacob McHargue, Assistant Finance Director/Treasurer Mariah Hill, Public Works Director/Engineer Don Overson, City Attorney David Church, Sergeant Holden Rockwell with the Utah County Sheriff's Office, Community Development Director Morgan Brim, Building Official George Reid, City Recorder Pamela Spencer, Planning Commission Chair Anthony Jenkins, Water/Parks Manager Sullivan Love

Others Present: Josh Daniels with the Utah County Clerk's Office; Laura Lewis and Cody Hill with Lewis Young Robertson and Burningham; Shaun Seeger with Mountainland Association of Governments, Eric Ellis with the Utah Lake Commission

8:00 AM RETREAT

The retreat began at 8:00 AM with a light breakfast. City Manager Jacob McHargue started the year-in-review at 8:30 AM.

YEAR-IN-REVIEW BY STAFF

Utah County Sheriff's Office

Sergeant Rockwell reported that at the first of the year they started with six (6) full-time deputies, hired another deputy, a school resource officer, and a part-time secretary. His report included the fourth quarter statistics. He reviewed the school resource officer's responsibilities as well as his department's yearly report. Highlights were:

Year	Total Cad Calls	Officer Generated Calls	Public Generated Calls	Case Numbers	Arrests	Traffic Stops	Citations
2018	7206	2687	2903	1332	175	2202	721
2019	8668	4408	4260	1402	206	2463	637

Response Times 2018:

Priority 1-2 5:17
Priority 1-2 calls 912

Response Times 2019:

Priority 1-2 4:41
Priority 1-2 call 1166

Nature of incidents 2018:

Burglary/Theft	83
Assault/Domestic Violence	96
Drugs/Alcohol	102

Nature of incidents 2019:

Burglary/Theft	83
Assault/Domestic Violence	98
Drugs/Alcohol	96

Sergeant Rockwell mentioned that his secretary had been able to increase their social media posts and that the department had been holding more community involvement events. He added that residents could now request records in the office and that there was a dedicated phone line for people to call in.

Building Department

Mr. Reid reviewed his department's report. Highlights were:

Revenue

- \$785,542 Total Residential Permit Revenue
- \$280,859 Total Commercial Permit Revenue

Building Permits Issued

- 477 Permits issued – the majority were residential permits

Commercial Projects

- 162,135 Square feet of new commercial space

Dwelling Units

- 210 Certificates of Occupancy for Single Family Units
- 76 Certificates of Occupancy for Townhome Units
- 144 Certificates of Occupancy for Multi-family Units
- 430 Total Units

Population growth

- 599 Single Family Dwellings
- 314 Townhomes
- 491 Multi-family Dwellings
- 1,404 Total estimate of population growth
- 14,797 Total estimated population

Mr. Reid mentioned that his department had just issued an additional 140 Certificates of Occupancy for the Mill Point (formerly Lincoln Square) apartments.

Build Out

- 1,157 Units that were platted out

Mr. Reid reported that the average number of days for a plan review was 5.9. The department switched from iWorQ to City Inspect to help take the whole city to one process. He reported that they were still doing their contractor outreach program with a Perfect 4-way competition and awards. He felt that this helped with efficiency throughout the year. He added that the department was fully staffed.

Community Development

Mr. Brim reviewed his department's report. Highlights were:

Development Review

- 35 development review projects which included site plans, Conditional Use Permits, and sign waivers
- 9 text amendments to the Zoning Code and 1 zoning map amendment
- Entitled Lots: 718 residential lots, 3 road dedications, and 3 commercial lots

- 3 successful grant applications – Vineyard Beach Improvement Grant, Beachcomber Grant, Mountainland Association of Governments Active Transportation Plan Grant
- Updated the census bureau on current city data and addresses
- Economic development – worked closely with developers and trying to match them with companies.
- Code enforcement – worked closed with the Code Enforcement Officer on educating the residents about how take care of yards, etc., and about accessory dwelling units.

Public Works

Mr. Overson reviewed his department's report. He said that their operating budget was at \$4,240,000, which was shared between the different Public Works departments. He said that his staff was able to do their own improvements to the Public Works lot which saved them over \$200,000. The department grew from 10 to 13 employees, the splash pad began operating seven (7) days a week, and they began their own snow removal operations. He added that they were continuing to develop relationships with local entities to facilitate transportation growth. He felt that the train station was key for Vineyard.

Mr. Overson mentioned that when he was coming to the meeting today, he remembered that 14 years ago he was coming to a meeting at the city and was stopped at the train tracks and they were demolishing the old administration building on the old Geneva site in front of where the Utah Valley Home Builders Association building sat now. He said that after the track was cleared, he drove down a skinny asphalt road, which is now called Gammon Road to the old town offices and saw the sod farm to the lake on his right and the Robins plowing their field to the left. He said that now, as he looked at the development that had happened in the city over the past 14 years and being a part of it, he hoped that everyone in the room had an opportunity in the future to look back and seeing the miracles that these meetings had brought to Vineyard.

Recorder

Ms. Spencer reviewed her department's report. Highlight were:

- Scanned most of the minutes and agendas into Laserfiche
- Scanned all ordinances and resolutions into Laserfiche
- Began live streaming City Council meetings
- Issued 196 business licenses; 31 Service Related, 33 Industrial, Manufacturing, and Distribution, 6 Restaurants, 8 Retail, 3 Towing Certificates, 13 Home Occupation with impact, 93 Home Occupation without Impact, and 9 Solicitors Licenses
- 40 records requests; we only charged one (1) fee
- Kelly Kloepper was made a Deputy Recorder
- Pam Spencer was the president of the Central Utah Records Association and was elected to the Utah Municipal Clerks Association Board and appointed as the Facilities Director
- Held a successful ranked choice voting election

Ms. Spencer turned the time over to Josh Daniels, Deputy Clerk/Auditor with Utah County.

Mr. Daniels reported that Vineyard and Payson were the first cities in Utah to hold a ranked choice voting election in a public election. He said that Vineyard had 1,114 voters who sent a ballot back to the County Elections office. Out of the 1,114 ballots there about 30 ballots that

were blank. There were 3,590 active registered voters at the beginning of the election so that gave it a 31% percent turnout, which was 11 percent higher than Eagle Mountain and also higher than Saratoga Springs.

He said that they logged every phone call that came into their office from voters who had questions about the ballot or the election. There were just over 300 phone calls and one of the categories was people asking about ranked choice voting. Only two (2) of those calls were about ranked choice voting. He said that they had tested the ranked choice ballots at a retirement center, giving them no instructions and no one asked any questions about how to fill it out. He said that they sent out 618 emails to those people who voted in Vineyard, of which 111 responded, which was a 17.96 percent response rate. 86.7 percent responded in favor of using ranked choice voting in the future city elections. Questions asked:

- How confident were you that your vote was counted? 66.4 percent were very confident, 23 percent were somewhat confident.
- Did you find ranked choice voting easy to use? 87.2 were positive responses.
- How much do you like using ranked choice voting? 77.3 percent were positive.
- How satisfied were you with your voting experience? 87.3 percent were positive.
- Do you think ranked choice voting should be used in the future for city elections? 86.7 percent wanted to use it in the future. Mr. Daniels thought the results for this question would be 50/50.

Mr. Daniels felt that overall people enjoyed the experience, felt that it was easy and intuitive and wanted to continue doing it. He mentioned the chart that was approved by the Board of Canvassers in November. He mentioned that it listed the total votes cast of 1,098 which was the total number of people who actually cast a vote and was the total number that was cast in the first round. This meant that there were no overvotes or undervotes cast. This also meant that there were very few voter errors. He reviewed the rounds from the election results. He felt that the election was successful and enjoyed working with the city. There was a discussion about the poll.

Administration

Mr. McHargue reviewed his department's report. Highlights were:

- Added office manager
- Contracted Human Resource role
- Total of 2,200 utility customers with 60 percent on autopay. Assistant Finance Director/Treasurer had about 10 people a month who signed up. Councilmember Welsh suggested a social post. There was a discussion about autopay.
- Processed 12,000,000 in outgoing checks
- 2,800 participants in our recreation program
- Social media engagement averaged 1,300 views per post
- 57% of people open the newsletter
- Passed a Recreation, Arts, and Parks tax and a Transient Room tax
- Won a Government Finance Officers Association (GFOA) Budget Award

UPDATE ON CAPITAL PROJECTS

- **Water Tank** – \$17,552,000 cost estimate:
 - \$13,282,000 allocated
 - Need to fill the gap with a water revenue bond of \$4,270,000.

- Could possibly use \$2,000,000 from the RDA.

They had spent the last nine (9) months with Alpine School District on finding a location for the tank. Staff was told that the city would not be able to use the junior high location,. They were currently working with Intermountain Healthcare on a location at the Orem Community Hospital. They were also working with Orem City on a location. The backup plan would be to build it in the wetlands next to Vineyard Grove Park. Staff would continue to work on finding a location. Hansen Allen and Luce was working on a tank design. The wetlands delineation would start this spring and be done this summer.

- **Center Street overpass:**

- \$7,899,000 current cost estimate.
- Current funding was \$8,000,00. The costs included the contract approved last Wednesday, the adjustments made with the contractor, JUB inspection costs, and all preliminary site-related costs.
- Estimated completion was by December 1st.

Mr. Church asked how much of the funding was from the impact fees and how much was from the RDA. Mr. McHargue replied that it was about half and half. He explained that it was a loan to impact fees and then impact fees would pay the RDA back.

- **Rail Spur Relocation:**

- \$16.8 million current cost estimate.
- Grant with \$10,000,000 in matching funds.

Staff was renegotiating the contract with UP because The Federal Railroad Administration (FRA) was requiring The Utah Department of Transportation (UDOT) to be the project manager. Mr. Church explained that the only amendment to the UP agreement would be for the UDOT construction site for the new line. There was a discussion about the contract.

- **FrontRunner Station** – Utah Transit Authority planned to open the station in April of 2021, but that it could open in December of 2020. UTA only switches their system schedules in December, April, and August. Bus service planned to start when the station opens. There was a discussion about the bus route. UTA will only be installing base improvements for the station. The city would have to come up with additional funding if they want to add any improvements.

A short break was taken at 9:45 AM. The meeting resumed at 9:51 AM.

COMPREHENSIVE FINANCIAL SUSTAINABILITY PLAN (CFSP) PRESENTATION BY LEWIS YOUNG

Mr. McHargue turned the time over to Laura Lewis with Lewis Young Robertson and Burningham.

Ms. Lewis gave a brief background on her firm. She introduced Cody Hill, a member of her team.

She said that the purpose of the model was to give the city a tool that they could use to manipulate many of the variables and see what the results would be. She said that they had based the historical data on the city's audit numbers and budget to project what the future revenues could look like. They also had the expenses built in historically so they could take priorities and see how they would affect expenses going forward. She explained truth in taxation and property

tax rates. She said that if cities and counties did not maintain their tax rates then they would not be able to run their cities and counties at today's costs.

What is a CFSP? It is a planning tool.

What isn't a CFSP? It is not a perfect predictor of the future.

How to best Utilize and Benefit from the CFSP? The City would be able to use it every year; for "what if" discussions.

Ms. Lewis explained that today's discussion would focus on revenues and help develop priorities.

Manipulate, plug, and play – Ms. Lewis explained that the cells in the CFSP model that were highlighted green were variables and could be manipulated. She gave examples of how to use the formulas. She mentioned that the gray cells were constants.

Crucial assumptions

- ***Property Taxes:***

- 15 Years to buildout
- \$158 Market value for office space per square foot
- Residential market value
 - \$207,318 Single Family Taxable value
 - \$129,250 Multi-Family Home Value

Ms. Lewis explained the difference between market value and taxable value used on residential homes to determine property taxes.

- Property appreciation rate of 4 percent

Ms. Lewis explained how property taxes were assessed.

- \$180,433,995 total new growth with the 15 years to buildout
- \$ 2,454,833 Annual new growth outside the RDA. Most of the value was in the RDA. Ms. Lewis explained that only 25 percent of the property taxes inside the RDA went to the city's budget.

Mr. Hill mentioned that the annual total new growth for most cities that were completely built out based on their new growth was at 1.5 to 2 percent. Vineyard was unique in the fact that there was room for growth.

- ***Sales Taxes:***

- 4.16% Statewide sales growth
- 1.75% Statewide population growth. Ms. Lewis felt that this was not reflective of Vineyard's growth.
- 3.7% Vineyard residents per unit
- 15% Percent of new residential single-family housing
- 7,500 New residential units at buildout

Mr. Brim asked where they were getting the population numbers from. Mr. Hill replied that they used the American Fact Finders 2017-2018 numbers.

- ***Charges for Service and Other***

- Growth Rates for Revenue Sources
 - 2% Penalties and Interest
 - 3% Licenses & Permits

- 3% Fees
 - 3% Class “C” Road Fund Allotment
 - 3% Other
 - 0% Transfer from Capital Projects Fund
- Growth Rates for Revenue Sources by Year
 - See GF-Performa Row 45 Franchise Tax
 - Impacted by Cells C30 & C31 State Transportation Taxes

Historic & Future Revenues

Historic Revenues

- \$6.2 Million Total revenues for 2019
- \$6 Million Total revenues for 2020
 - 38% Property taxes
 - 19% Sales Taxes
 - 43% Charges for Service & Other

Revenue sources (2017-2019 avg)

- \$2,262,881 Property tax
- \$1,185,004 Sales Tax
- \$2,623,881 Charges for Service and Other. Ms. Lewis explained that charges for services were not sustainable when the city was built out. There was a discussion about the change in sales tax and property taxes, etc.

Future Revenues

- Levers you can and cannot control:
 - Property Tax Revenues – This is where the cities had the most control. There was a discussion about maintaining property tax rates.
 - Sales Tax Revenues – Cities could only do so much to control this. One way was to incentivize retail to come to the city. Ms. Lewis explained how retail had changed.
 - Charges for Service and Other – can control. Ms. Lewis suggested that the city do a business license study to understand that there were different businesses that would have different impacts in the city and you need to capture that impact through different fees.

Future Revenues

Floating Property Tax Rate

- <\$16,000,000 Total Revenues at build out if you allow the property tax rates to float.

Constant Property Tax Rate

- <\$20,000,000 Total Revenues at build out if you keep the property tax rates constant. Ms. Lewis advised them to seek to maintain the property tax rates so as to keep the buying power.

Councilmember Earnest asked Ms. Lewis to explained how the property tax values looked like in 15 years. Ms. Lewis explained the breakdown of the property taxes collected per home. School Districts’ and Counties’ percentages went up and cities went down. There was a discussion about the property taxes.

Mr. Hill reviewed the CFSP model for the city. There was a discussion about the model and how to manipulate the numbers. Ms. Lewis mentioned that she was surprised that the franchise tax

revenues were staying constant given the growth in the city. She said that they were wondering if there were being accounted for in the Homeowners Associations. There was a discussion about how the city was being built and why they were not getting an increase in franchise revenue.

Allocating Resources

- Which Priorities are Most Important to You?
- Consider the City's Growth
- Think Level of Service

Mr. Hill said that the new growth was tied to actual developments on the horizon and the council needed to decide how to allocated the resources. He explained that they built the model to reflect the revenues as accurately as possible. The city needed to determine what resources they had and what they were going to do with them. Level of service increases were not built into the model and they needed the city's input to add them. The discussion continued.

QUESTIONS AND DISCUSSION ABOUT CFSP

Mr. McHargue ask for questions about the model. There was a discussion about property tax rates. There was also a discussion about bonding.

Mr. McHargue felt that one of the valuable things was to see how much money they had, from year to year, to use or spend when making decisions. He said that he was hesitant on bringing on additional ongoing expenses because they had not known what five years and beyond might look like. They can now determine how increasing the level of service might impact the budget in future years. He said that the next step was to work on an analysis for utilities and impact fees.

TEAM BUILDING ACTIVITY

Mr. McHargue explained the team building activity. He divided those in attendance into three groups and asked them to come up with improvement projects for the city using only \$500.

LUNCH – A lunch break was taken at 11:30 AM. The meeting resumed at 12:18 PM.

TEAM BUILDING ACTIVITY (continued)

Each group was asked to present their top ideas.

Group 1 – Create a pathway to the lake where Center Street dead-ends at The Shores, redesign the hill at Vineyard Grove Park, utilize the wetland area and organize volunteers to create a trail loop for mountain bikes, take an intersection and paint the crosswalks and narrow the lane width using artwork, etc.

Group 2 – fire pits on Vineyard beach, Charcoal BBQs at the beach or Penny Springs Park, baseball neighborhood tournament with a traveling trophy, lamppost do hometown heroes with pictures of current or former heroes.

Group 3 – don't text and drive campaign, a farmer's market, neighborhood awards for cleanup or art displays, betterment ideas in neighborhoods. Yield sign at the end of Main Street.

Each person then voted for their top three favorites. The top three vote getters were:

Hometown Heroes

Center Street Lake Path

Crosswalk Paint on 400 South and Main

These will be put on social media for a vote from Vineyard residents.

PRIORITIES AND GOALS FOR 2020

Mr. McHargue introduced Shaun Seeger with Mountainland Association of Governments (MAG) who would be facilitating the discussion. Mr. McHargue reviewed the project list.

Projects:

- Economic Development – Branding the Town Center, Marketing, Networking
- Park Amenities – Dog Park, Playground and additional ball fields
- Mill Road – Funding Mill from 800 North to 1600 North and the connection of 1200 North to Geneva Road
- Fire Station – 1200 North and Mill Road, must be built by 2024 or 2025
- Office Space – How to expand it. Make the Public Works building bigger or build City Hall in the Town Center sooner, temporary buildings
- Lakefront Amenities – Trail, lakefront benches, water features, access to the lake, sand on the beach
- Impact Fee Analysis – Currently working on impact fees but using old numbers and what the fees should have been a few years ago.
- 400 South to Main Street – Main Street connection to the Sleepy Ridge subdivision and 400 South through the Clegg property
- Vineyard Grove Park Parking – expanding the parking lot and wetlands delineation
- The Hill – What to do with the hill in Vineyard Grove Park
- NARCX – A Vineyard business that has a product that nullifies narcotics. Waste disposal of narcotics
- Wakeboard Cable Park – Put it down by the lake in the old settling pond
- Business Research Park (UVU) – Take a proactive role to escalate UVU's timelines
- Bikeable City – Make the connections. do we want to spend money on areas that not bikeable?

Each person in attendance voted for their top three choices.

Mr. Seeger led the discussion. The top projects were:

- **Economic Development Project** – Mayor Fullmer felt that part of the funding for the Town Center could come from Anderson Geneva. She wanted to give economic development assignments to the council and have them work with staff. Mr. McHargue suggested that they keep sending staff to Retail Con in Las Vegas. Mr. Brim felt that a lot of the projects fed into economic development but infrastructure was a barrier to bringing in businesses. There was a discussion about the rail spur removal. Mr. Overson suggested that they have shovel-ready plans for improvements so they could start work once the rail spur removal was complete. His priorities were 400 North, 800 North, Center Street, and
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1600 North. Mr. Brim suggested that once the Mill Road extension and the contamination cleanup was completed it would open up several hundred acres of land. Councilmember Judd felt that a lot of projects would run parallel paths. He felt that they should spend money to send someone to a convention if it would impact economic development, while they were working on the infrastructure. Councilmember Flake felt that if they were not ready, they would lose a client. There was a discussion about Mill Road. Mr. Brim agreed that it would help to have councilmembers help with economic development. Councilmember Earnest asked if there was a firm that they could hire that could find the ideal location for economic development. Mr. Seeger suggested joining the Economic Development Corporation of Utah. Mr. Brim mentioned that the city was already a member. There was a discussion about economic development. Mr. McHargue said that they met with Mathew Godfrey, who did economic development as a contractor. His role was to get the cities in touch with the businesses that wanted to expand in Utah. Mayor Fullmer felt that their charges were too high. They needed to determine where they wanted to spend their money. The discussion continued.

- **Mill Road Extension and Business Research Park** – Mr. Overson said that they needed to install a water line between 800 North and 1600 North. Building the infrastructure would help bring in developers. He said that they would be building the extension of Mill Road to 1600 North. He added that it cost about \$2 to \$2.5 million to extend the road, assuming the adjacent property owners would donate the land. Councilmember Flake asked what the projection was for the cleanup in order to build the road. Mr. Overson replied that the cleanup had another 1.5 to 2 years. Mr. McHargue explained that they were transporting the contaminated land to the CAMU, which should be done in about 6 months. Mr. Overson suggested that they have the design for the road done this budget year and then start to build the road next year and finish the following year. The funding would come from the RDA. Councilmember Judd asked where the Business Research Park would be located. Mr. Overson replied that it would be located south of 1200 North and east of Mill Road. There was a discussion about the Business Research Park uses, funding, and bus routes.
- **Office Space** – Mr. McHargue explained that they had a budget approved for the Public Works building. He mentioned that a lot of the site work had been done by city staff. Mr. Overson said that they would be over the approved budget but could take some things out of the project if necessary. The building would need to have office space, space to house equipment, salt storage, etc. Councilmember Earnest asked if this would solve the office space issue. Mr. Overson replied that it might solve the issue for a year or so. It would always be used for Public Works. Mr. McHargue asked the group if they wanted this to just be a Public Works building. If they did not add additional office space then they would need to escalate the building of the new City Hall. There was a discussion about where they could put temporary offices and storage space. Mr. McHargue expressed concern that if they were to separate the staff it would be difficult to maintain the level of service the city currently provided. Mayor Fullmer asked about having some staff work from home. Mr. Overson mentioned that most of his staff worked out in the field. As the management staff grew, they would need more office space. Mr. McHargue stated that he was concerned with employee morale. He said that having people work from home would decrease their connection with coworkers. Their personal connection and collaboration would go away. Mr. Brim felt that people who had a

customer service type job could not work from home. Mr. Reid said that for the building department, they were getting less foot traffic because most of the permitting was done online. Councilmember Earnest asked how much more desk space they needed. Mr. McHargue felt that they would need about 25 more employees in the next 5 years. There was a discussion about office space and the timeline. There were also discussions about flex space, temporary, and current office space. Councilmember Earnest felt that they should put the money towards a permanent solution. Councilmember Flake felt that the money should go towards solving the long-term issue. He suggested that they needed to make a decision now. He asked if it would be cheaper to build the building now to take some of the load. His vote would be to build office space into the Public Works building and repurpose the use of the basement.

Mr. Overson felt that people would not have to drive to two places because some of the questions could be answered with a computer. Councilmember Earnest asked how quickly the office space would be ready to use. Mr. McHargue replied October. Mayor Fullmer felt that they should compare costs. Mr. Overson suggested that they add additional office space under the mezzanine in the Public Works building's storage space.

- **400 South to Main Street** – Mr. Overson explained that the connection of 400 South to Main Street had been needed for a few years. He said that the Cleggs had indicated that someone wanted to build on a portion of their land but wanted to be next to a road, and they would be willing to donate their portion of the right-of-way for a road. This would give the city another way out without using Holdaway Road. There was a discussion about funding and where the roads would connect. There was also a discussion about connecting 300 West and the Sleepy Ridge subdivision.

Level of Service

Code Enforcement

Park Space

Development Services

Planning

Recreation

Police

Fire Services

Snow Removal/Parking

Volunteer Programs

Citizen Outreach

Mosquito Abatement

Weeds

Employee Retention

Grant Writing

Staffing

The group took a short break at 1:55 PM. The meeting resumed at 2:04 PM. During the break each person in attendance voted for their top three choices for Level of Service.

Mr. Seeger led the discussion. The top services were:

- **Employee Retention** – Ms. Spencer felt that they needed to have a way to encourage employee retention if the city put them through training and/or certification. Mr. Reid explained the costs to put someone through building inspection certifications and the time to train them. Councilmember Judd asked if they would be training them to stay or forcing them to stay after certification/training. There was a discussion about employee retention after training. One of the suggestions was to offer better benefits.

Mr. McHargue explained that people had a vision of what they were trying to create and that was what was kept them working for the city. He felt that new employees did not have the same commitment. He suggested that there were two things that the city needed to do a better job of, for the employees. One was that the city needed to have a more structure compensation program and to improve the structured incentive program. There was a discussion about the compensation plan. The other thing was that they needed to have create some kind of structure and compensation. The discussion continued. Mr. McHargue stated that he was not concerned with retention historically, but he was concerned with it now. Mr. McHargue felt that the city needed to offer health insurance. There was discussion about health insurance. Sergeant Rockwell stated that the city would have to offer better benefits if they were to start their own fire department. There was a discussion about benefits. They needed to get a benefits analysis. Councilmember Welsh felt that they should support the change in benefits because the city was only going to be as good as their employees.

- **Development Services** – Mr. Reid felt that the level of service would go down if they separated the services. He said that he wanted to have a City Hall where all of departments were in one location. He felt that they should use a portable unit until they could build the new city offices. There was a discussion about remote services. Councilmember Judd felt that there were other solutions that the city could look into. Mayor Fullmer said that she wanted to see projections and costs before they made a decision. She asked if additional software would be helpful to streamline the processes. Mr. Reid replied yes, but one of the biggest things was to have people to run the software. He still felt that by separating the departments they would not keep the same level of service. Mayor Fullmer felt that the technology the city currently had needed to be utilized throughout the departments. Mr. McHargue mentioned that they were trying to cross train employees. Mr. McHargue added that they were hoping to adjust Planners Examiner Patricia Abdullah's role in the city by having her take over some of the IT needs, including software implementation. Mr. Overson felt that he was being asked to segment the Public Works department. Councilmember Judd asked if they could use a webcam to work together. Mr. Brim suggested they add contract employees into the budget to help work with a couple of the developments that had complex zoning. Mr. McHargue suggested that they could handle it like they do with WC-3, where the money came in from the development fees and was used for contract services. Councilmember Judd asked if there was software to help with the zoning and development code compliance. Mr. Brim replied that he had not heard of any. He mentioned that some cities had a detailed checklist that the developer had to fill out. Councilmember Judd suggested that staff look into the technology. Mr. Seeger mentioned that UDOT and UTA outsourced when they had bigger projects.

- **Citizen Outreach** – Councilmember Earnest wanted to utilize Everbridge. Councilmember Flake asked how people used it. Councilmember Welsh felt that it should be tested annually. There was a discussion about how the city utilized it and how residents were signed up. There was no contact information for people who were renting or living in an HOA. Councilmember Earnest suggested that they have block captains be the emergency liaisons for their subdivision. The emergency management discussion continued. Sergeant Rockwell mentioned that Everbridge could be used for more than emergency management. Mr. McHargue also mentioned that there were other software programs available. There was a discussion about different types of notifications. Mayor Fullmer felt that the city was doing a good job with social media but wanted City Council and staff to be more involved with the residents such as doing podcasts or Facebook live videos. There was a discussion about doing community outreach.
- **Code Enforcement** – Mr. Brim explained how code enforcement was currently working. He felt that they needed at least 20 hours of code enforcement a week. Councilmember Judd asked if there was a way to prioritize code enforcement calls. There was a discussion about how to prioritize code enforcement issues. Mr. Brim explained that they wanted to focus on educating the public about the code. Sergeant Rockwell felt that they should be more proactive with education and code enforcement. The discussion continued. There was also a discussion about code enforcement in the HOAs.
- **Grant Writing** – Mayor Fullmer felt that they needed more grant writing for the city. Councilmember Judd asked if they could outsource grant writing. Mr. McHargue replied that it would be cheaper to outsource planning and let City Planner Elizabeth Hart do the grant writing.

Mr. McHargue thanked Mr. Seeger for his help. He turned the time over to Eric Ellis, Director of the Utah Lake Commission.

Mr. Ellis said that he was working with Utah County to find funding for Utah Lake projects. He said that Utah County Commissioner Ainge had expressed interest in the lake and working towards getting funding. They suggested that he put in a request for lake related projects. They submitted a request to the state for \$5.8 million to fund the Walkara Way Park and Trail System, connecting Vineyard to Orem and Provo. Additional funding requests were submitted for an American Fork Marina, Saratoga Springs Marina, and dredging a new marina in Vineyard. They would include piers and boardwalks tying the area into the existing city plans to improve the lake access point. Councilmember Earnest suggested that they make it a real beach where people could walk bare foot. Councilmember Flake explained that they had already asked for a boardwalk, parking lot, walkway to drop off nonpowered items, and to clean the beach and add sand. There would be a cleaning station with showers and bathrooms, and benches. They needed to decide what to do with settling ponds. Councilmember Earnest suggested that they dredge the settling ponds and put in a wakeboard park. Councilmember Flake explained that they needed to reserve some of that area for a detention basin which would mean the area would not be long enough for a wakeboard park. There was a discussion about the improvements.

Mr. McHargue suggested that they look for matching dollars. Mr. Ellis stated that the county was asking them to request additional funding from the Utah Office of Outdoor Recreation.

Councilmember Flake suggested that they build a rock pier and do something with the retention pond. He said that they should build it out and expand it so they had a larger area with more amenities on the pier. He suggested including a gas station, a source for buying goodies, docks, breach one end, and dredge both sides of the pier. Mr. Ellis said that they were hoping to have the requests put together in the next couple of weeks. He mentioned that the Outdoor Recreation Grant was due by February 20th. Mr. Brim mentioned that Planning Commissioner Jeff Knighton had offered to help design the area to create one cohesive plan. Mr. McHargue asked if everyone was okay if they focused on the area of the lakeshore in the Town Center area. Everyone agreed. Mr. McHargue asked Mr. Ellis what level of detail he needed. Mr. Ellis replied that they would need cost estimates. He suggested that they work with Lars Anderson with PEC. There was a discussion about using a consulting firm. Mr. Ellis needed a basis-level plan with cost estimates. Mr. Ellis suggested that the city have Ms. Hart apply for an Outdoor Recreation Grant. There was a discussion about funding sources.

DISCUSS BUDGET SCHEDULE AND FOLLOW UP MEETING

There was not discussion about the schedule and any follow up meetings.

ADJOURNMENT

Councilmember Judd moved to adjourn the meeting at 3:08 PM. Councilmember Flake seconded the motion. All present were in favor. The motion passed unanimously.

The next regularly scheduled meeting is February 12, 2020.

MINUTES APPROVED ON: February 12, 2020

CERTIFIED CORRECT BY: /s/Pamela Spencer
PAMELA SPENCER, CITY RECORDER